

# Our Lady of the Assumption School Handbook



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## OUR LADY OF THE ASSUMPTION SCHOOL HANDBOOK

Our Lady of the Assumption School provides a Catholic education from Pre-Kindergarten to Grade six. The school is located in a quiet residential community in south Lethbridge and is closely linked with Assumption parish that is located only a block away from the school.

The curriculum includes core subjects of Religion, Language Arts, Math, Science and Social Studies as well as complementary subjects such as Physical Education, Health, Art, Music and French as a Second Language (Grade 4-6). Special programs are available for students requiring extra help in academic areas. There is also a broad intramural program and extracurricular basketball after school.

### MISSION STATEMENT

The mission of Our Lady of the Assumption School, a Catholic faith community, is to educate each student spiritually, academically, socially and physically while respecting the needs and uniqueness of each individual.

We do this in partnership with the home, parish and community.

### VISION STATEMENT

Our Lady of the Assumption School is a community that provides a safe, Christ-centered environment in which to learn. We maintain our Catholic identity while providing the opportunity for our students to be spiritually, academically, socially and physically prepared for future endeavors. Clear and open communication among the school community, home and parish will enable us to work responsibly for the well being of our students.

### VALUES STATEMENT

At Our Lady of the Assumption School, we value:

Learning	We believe that all students and staff can be successful learners.
Teamwork	We believe teamwork within our school community promotes student learning
Safety	We believe that everyone has the right to feel safe and cared for in our building and on our playground.
Celebration	We believe that school is a fun place where we can celebrate our successes.
Families	We believe that it is essential to support families through open and honest communication.
Our Catholic Faith	We believe in celebrating our faith through prayer, liturgies and regular attendance in Parish Masses.

*We believe that Jesus is the ever present model and teacher.*

*Our faith is the foundation of all we do.*

## SCHOOL PROGRAM

The program consists of three components: the religion program, the academic program and the social program. All three are important to student growth and development.

### A. The Religious Program:

#### 1. Religious Education:

All students attending Our Lady of the Assumption School are required to take Religious Studies as part of the regular school program. Religion is considered a core subject and is offered 30 minutes per day. The sacrament of the Holy Eucharist is received in Grade Two and the sacrament of Reconciliation in Grade Three. The organization and planning of the sacraments is the responsibility of the parish while the educational component is carried out in the school. The home, school and parish work closely together to provide a meaningful Catholic experience.

#### 2. Liturgical Celebrations:

Students are expected to participate in all liturgical celebrations. The students and staff plan religious celebrations in conjunction with the parish. Celebrations occur throughout the year on special feast days or on days set aside in the school calendar.

#### 3. Daily Prayer

Each school day begins with classroom prayers. In addition, prayer and spirituality are an integral part of the entire school atmosphere at Our Lady of the Assumption School.

### B. Academic Program:

The academic program at Our Lady of the Assumption School follows the Alberta Program of Studies.

#### 1. Core Subjects:

The core subjects consist of Religious Studies, Language Arts, Social Studies, Mathematics and Science. All core subjects are compulsory for every student and must meet the time requirements as outlined by Alberta Learning.

#### 2. Additional Subjects:

Physical Education, Health, Art, and Music are also required subjects, although there is less time allotted in the curriculum.

French as a Second Language is taught in Grades Four, Five and Six.

#### 3. Curriculum Support:

Students in need receive assistance from our special education department.

Assumption School offers early literacy training for eligible students in Kindergarten, Grade One and Grade Two. Our AISI project, (Alberta Initiative for School Improvement) also offers support in the area of mathematics. The school has access to speech language services (CARE), a school counselor and behavioral counseling. For more information please contact our Associate Principal and Special Education Liaison.

C. Social Programs:

1. Intramural Activities:

Students have an opportunity to participate in a variety of noon hour activities. Full participation of our children is encouraged in our intramural program. All students in the school are members of a team. Special days and events are arranged for all the teams and are noted in the monthly calendar.

The object of the program is to encourage all students to be active and involved as well as to build sportsmanship and school spirit and promote physical and mental health.

2. Co-curricular Activities:

The school also offers after school skating and Grade Six inter-school basketball. Choir is offered once a week as well.

### GENERAL INFORMATION

**BELL TIMES:**

**Monday to Thursday**

8:37 a.m. Warning Bell  
8:40 a.m. Classes Begin  
10:21– 10:35 a.m. Recess  
12:08 – 12:53 p.m. Lunch  
2:03 – 2:18 p.m. Recess  
3:30 p.m. Dismissal

**Friday**

8:37 a.m. Warning Bell  
8:40 a.m. Classes Begin  
10:11 – 10:24 a.m. Recess  
11:51- 12:10 Break  
1:15 p.m. Dismissal

**STUDENT FEES:**

Pre-Kindergarten:	1 session per week	\$30.00/month
	2 sessions per week	\$60.00/month
	3 sessions per week	\$75.00/month
	4 sessions per week	\$120.00/month
	5 sessions per week	\$135.00/month

Kindergarten: \$50.00 per year  
(includes \$25.00 registration fee and \$25.00 for field trips)

Grade 1 to 6 \$58.00 per year  
(includes \$41.00 for textbook rental, \$9.00 for school fees, and \$8.00 for the school agenda)

**INFIRMARY:**

It is expected that students who are ill will remain at home. If students become ill at school, however, they may request to use the infirmary. Parents will be notified each time a student needs to be in the infirmary. Please note that the school will not administer medication of any kind unless special arrangements are made and all the proper forms completed.

**ATTENDANCE:**

It is the belief of this staff that there is a strong relationship between punctual attendance and success in school. Thus, we expect students and parents to assume the responsibility. The school realizes that students may have to miss some school due to illness, medical appointments or family reasons. In the event of an absence, parents are requested to phone the school. Students are responsible for the class material missed and will be required to make up assignments or tests as needed. For shorter absences, (e.g. doctor's appointment, etc.) parents must sign in/out at the office.

**STUDENT CONDUCT:**

As stated in our Mission and Vision statements, our ultimate goal is to establish a Catholic faith community in which we will provide the opportunity for our students to be prepared spiritually, academically, socially and physically for the future.

The Alberta School Act requires that a student shall conduct him/herself so as to:

- a. be diligent in pursuing his/her studies,
- b. attend school regularly and punctually,
- c. cooperate fully with everyone authorized by the board to provide education programs and provide other services,
- d. comply with the rules of the school,
- e. account to his/her teacher for his/her conduct,
- f. respect the right of others.

Student conduct guidelines and expectations will be discussed with all students very early in the school year and will be reinforced periodically throughout the term. Minor infractions will be dealt with by the teacher and will involve home contact with a Behavior Plan. Serious infractions will involve the school principal and home contact, as outlined in the Code of Conduct, which will be sent home early in the school year.

Parents are asked to read the Code of Conduct carefully, discuss it with their children, sign the contract that is enclosed with the handbook and return the signed contract to the school.

**LUNCHROOM:**

Students who are not able to go home at noon may bring lunch and are provided with a place to eat in the lunchroom (gym).

Students who stay for lunch are not allowed to leave the school grounds without written permission from home. Permission will be granted only when the student brings a note or when we receive a call from home.

A small canteen (offering white, chocolate milk & juice), operates at noon for those who stay for lunch. Punch cards may be purchased from the office. A \$10.00 card is good for twelve milk/juice; single milk cartons may be purchased for \$1.00. Various other ice cream products are offered ranging in price from \$1.00 to \$2.00 each (not included on the milk/juice cards). Pop is not encouraged at school.

The School Council provides hot lunches to our students approximately twice a month. These include hot dogs, pizza, hamburgers and on Shrove Tuesday a pancake lunch. Hot lunch dates are noted in the monthly newsletter.

#### **AGE REQUIREMENT:**

It is the policy of the Holy Spirit Regional Division to admit resident students as follows:

Pre-Kindergarten: a child whose fourth birthday falls on or before December 31<sup>st</sup> of the given year.

Kindergarten: a child whose fifth birthday falls on or before December 31<sup>st</sup> of the given year.

Grade 1: a child whose sixth birthday falls on or before December 31<sup>st</sup> of the given year.

Registration of non-resident students is encouraged but is accepted subject to the availability of space in the class in which admission is sought.

#### **DRESS CODE:**

Students are expected to be clean and tidy in person and attire. Parental discretion should be exercised to ensure that children are dressed appropriately for prevailing weather conditions.

PLEASE NOTE: Appropriate dress is particularly important during the winter months. Unless it is extremely cold, (below -15 degrees) children will be sent outside for fresh air at every break. Please make certain your child is dressed warmly with a head covering, mittens and warm boots at all times during the winter months.

During very warm weather shorts of decent length and fit are permitted, but short-shorts, muscle shirts, spaghetti-strap tops and halter-tops are not allowed. Cycling or spandex shorts are not considered appropriate attire. T-shirts depicting violence, drugs and alcohol, and messages not in keeping with the Christian philosophy of the school are not allowed.

Students must have runners for use in the gym to avoid leg/body injuries that can occur from loose or inappropriate footwear. Please label clothing and footwear so it can be returned if it gets misplaced or lost.

**LOST AND FOUND:**

Clothing and other personal items do get misplaced. A lost and found box is located downstairs in the school and also in the office. Students and parents are encouraged to look through these boxes. Every year many excellent articles are not claimed and are sent to the Catholic Family Services.

**NEWSLETTER:**

A monthly newsletter including a calendar of events will be distributed to the oldest student on the last day of each month.

**STUDENT SUPPLIES:**

Students are expected to have basic supplies for their academic program. Each teacher or team of teachers will produce a list of basic supplies to assist parents in their initial purchases.

**TELEPHONE:**

The school telephones are provided for school business and are not for general student use. Students are asked to reserve use of the phone to emergencies only and must check with their teacher before using. As much as possible parents are encouraged to make travel arrangements for their children before they leave for school in the morning.

**SUPERVISION OF STUDENTS:**

Supervision is provided fifteen minutes before school, at all recesses, noon hour and for the buses after school. Students arriving before 8:30 a.m. or remaining after 3:30 p.m. do so at their own risk. For safety purposes students are encouraged to arrive at 8:30 a.m. and go directly home after school.

**BUSSES:**

Elementary students living in south Lethbridge and who live more than 1.5 km from the school are eligible to ride the bus. A map showing the route and stops is available at the school office.

**LEAVING SCHOOL GROUNDS BEFORE DISMISSAL:**

Under **NO** circumstances is a student to leave the school during school hours without the written permission (or phone call) of his/her parents or guardian. If a student must leave early for an appointment the office must receive a note from a parent/guardian and the student must be signed out at the office.

**BICYCLES, SKATEBOARDS, ROLLER BLADES & SCOOTERS:**

Bicycle racks are provided for students who bring their bicycles to school. All students must park their bicycles in the bicycle rack. Since the school cannot accept responsibility for students' bicycles, it is essential that students lock the bicycles securely. The safety hazards associated with skateboards, wheelies, scooters and roller blades on and off the playground have made it necessary that they be used for transportation to and from school only.

**PARENT VOLUNTEERS:**

Parents are encouraged to become involved in our school. We need parent volunteers for classroom assistance, track and field events, field trips, outdoor activities, library and co-curricular programming. Please contact your classroom teacher or the office if you wish more information.

**FIRE DRILLS/EMERGENCY PROCEDURES:**

Fire drills are practiced frequently to ensure a quick, safe evacuation routine in case of fire. It is important that students wear proper footwear at all times in order that they may proceed outdoors in any type of weather.

**CHANGE OF ADDRESS:**

Students moving or transferring from our school should bring a note from home indicating where and when they are moving. Any change in address and/or phone number should be reported to the teacher and the office.

**PERSONAL ITEMS:**

Students should not bring to school personal items (i.e., expensive jewelry, radios, game boys, cell phones, iPods, MP3 players, etc.) that are not directly related to their schoolwork. In addition to being a possible distraction and/or hazard, the security of these items cannot be guaranteed. Please be aware that the school will take no responsibility for their safekeeping. Students are also discouraged from carrying money of any substantial amount. Where it is absolutely necessary, students may leave money in the main office until the end of the school day.

**EVALUATION AND REPORTING OF STUDENT PROGRESS:**

Student progress is measured on an ongoing basis by way of teacher tests, standardized tests, assignments, homework, in-class participation, activities and attitude. Progress is formally reported three times a year. Scheduled interviews are held along with reporting periods. Parents may request conferences at other times throughout the year by calling the subject teacher at the school.

**SCHOOL COUNCIL:**

This group of hardworking parents and teachers consists of:

1. The Executive:
  - Chairperson
  - Assistant Chairperson
  - Secretary
  - Treasurer
2. Parent representatives from each class.

3. The principal and two teacher representatives.
4. Interested persons at large.

The Assumption School Council has, over the years, provided a vital link between home and school. This group has been a valuable source of input in program planning for the school. Members of the 1994-1995 council were responsible for the fundraising, planning and construction of our beautiful playground, "Roch's Place." Members of the 1996-1997 council were responsible for fundraising for our computer lab. Since that time the council has been instrumental in sponsoring year end field trips. In addition, friendships made among parents have, in some cases, lasted through the years.

All parents are encouraged to volunteer for the various council positions or help by getting involved in the group's activities.

#### **COMMUNICATION:**

The purpose of this handbook is to inform students and parents about the procedures and practices that exist at Our Lady of the Assumption School.

If you do not find the answers to your questions in this handbook, please call our child's teacher or the school office for assistance. Let's work together to make this school a great place to learn.



"Learning Today, Leading Tomorrow, Living Our Faith"

#### **ASSUMPTION LUNCH PRAYER**

We give you thanks almighty God,

For these and all thy benefits,

Which we receive from thy bounty

Through Christ our Lord,

Amen

